MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCHOOL IMPROVEMENT & ACCREDITATION SECTION
P. O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480
APPLICATION FOR SUMMER SCHOOL APPROVAL

DUE JUNE 1 ➡	SEND ORIGINAL AND TWO COPIES

COUNTY/DISTRICT CODE	SCHOOL DISTRICT NAME	SUMMER 20_____

PART 1 – PROGRAM INFORMATION (See instructions on reverse side)

1 PROGRAM LOCATION BY SCHOOL NAME/NUMBER	2 ESTIMATED ENROLLMENT	3 GRADES SERVED	4 NO. OF IEP STUDENTS	5 OPEN DATE	6 CLOSE DATE	7 DATES NOT IN SESSION	8 TOTAL DAYS IN SESSION	9 HOURS PER DAY	10 TOTAL HOURS IN SESSION

PART 2 – This summer school program will be contracted by an out of district entity.

☐ NO   ☐ YES   If yes, what entity did you contract with? _____

PART 3 – CERTIFICATION

I hereby certify that all information shown on this application for an approved summer school program is true and correct according to the official records of this school district, that fifty (50) percent or more of the classes offered at each level will be in the core academic areas, and that all teachers are appropriately certificated for their specific assignments.

SUPERINTENDENT OF SCHOOLS (SIGNATURE)	DATE	DIRECTOR, SUMMER SCHOOL PROGRAM (SIGNATURE)	TELEPHONE NUMBER	DATE
SUPERINTENDENT OF SCHOOLS (PLEASE PRINT OR TYPE)		DIRECTOR, SUMMER SCHOOL PROGRAM (PLEASE PRINT OR TYPE)	E-MAIL ADDRESS (PLEASE PRINT OR TYPE)	

PART 4 – TENTATIVE APPROVAL FOR STATE AID

The summer school program(s) submitted above is approved for state summer school aid provided that operation is in compliance with State Laws and the Summer School Program Policies and Standards of the Missouri Department of Elementary and Secondary Education	DIRECTOR, MISSOURI SCHOOL IMPROVEMENT PROGRAM (SIGNATURE)	DATE

General Instructions

Complete one line in Part 1 for each session to be included in your summer school. An approved summer school must be in session for a minimum of 120 clock hours with major emphasis in the academic areas of language arts, mathematics, science, or social studies. Districts may provide a 120 clock hour program for elementary students only, a 120 clock hour program for secondary students only, or a combined program for elementary and secondary students totaling 120 clock hours. The summer school may be conducted at one or more sites within the district (for example, four elementary locations). In this case, list all building numbers, but list all other data in Part 1 only one time. See instructions under Part 1 – Instructions.

Extended school year programs for handicapped students must include at least 60 hours of service to qualify for state aid and exceptional pupil aid. The 60-hour program can be included with a 120-clock hour program or may stand alone as a separate program entry on the application.

Part 1 – Instructions

Separate entries should be made in PART 1 of the application for each elementary and secondary program, which individually totals 120 or more clock hours. If elementary and secondary classes are combined to meet the 120-clock hour requirement for an approved program, consolidate the information for all grades and report as per the instructions for boxes 1 through 10 as follows:

1. Program Location by School Name(s) – List the name and building number of all school buildings where instruction will be provided. Building numbers are listed in the School Directory as a four-digit number along with the name of the building, i. e., 4020, Belair Elementary School. If similar programs will operate in several buildings simultaneously, list each building location on a separate line, but enter the information in items 2-10 relating to the program only once on the first line describing that program.

    If your summer school is a stacked program with classes held at multiple sites, please indicate each site in column one, and complete columns two through ten for each combination of students used to qualify for a stacked program.

2. Estimated Enrollment – Provide estimated number of students who will participate in each summer school program. Include resident and nonresident students in this number.

3. Grades Served – Indicate the grade span of students involved in this summer school program, i. e., K-6, 1-6, 7-9, 9-12, 1-12, etc.

4. Number of IEP Students – Enter the number of students in each program whose IEPs require extended school year service. If none, enter zero. DO NOT LEAVE BLANK.

5. Open Date – First date of student attendance in this summer school program.

6. Close Date – Last date of student attendance in this summer school program.

7. Dates Not in Session – List dates between the open date and close date that the summer school program will not be in session (normally only July 4). List as 7/4, 7/5, etc.

8. Total Days in Session – Total number of student attendance days from the open date through the close date of this summer school program.

9. Hours Per Day – Total hours this summer school program will be in session each day. Do not count break time, passing time, or lunch periods.

10. Total Hours in Session – Indicate the total clock hours this summer school program will be in session. Normally, total days in session multiplied by the hours in session each day equal the total clock hours in session.

Part 2 – Instructions

The superintendent and summer school director must sign and date the application. Directors of regular summer school programs must hold a valid administrator's certificate. Directors of extended school year programs must hold either a valid administrator's certificate or special education teacher's certificate. Please enter the phone number where the director can be contacted during the summer session.

Additional Reporting Information Required – Core Data

This application serves as notice of intent of the district to provide a summer school program. In addition to this form, all participating districts must provide specific information relating to the program(s) which will include the following: teacher name and social security number, course code and name, grade level of each class, class enrollment, total hours the class will meet, and credit to be offered (high school only). This information will be collected electronically as part of the June cycle of the Core Data Collection System. This portion of the application will be due on June 30 and should be completed by the person in the central office who normally completes the October cycle Core Data Report. Final approval of the summer school program will not be granted until this information is submitted in approvable form and teachers are determined to be properly certificated for their assignment(s).